



## **600.07 Organizational Structure**

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

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### **600.07-1 Policy**

A written document describing the Hendry County Sheriff's Office Corrections Division's organization shall be maintained and shall include an organizational chart that groups similar functions, services, and activities in administrative sub-units. This document shall be reviewed annually and updated as needed.

### **600.07-2 General**

- I. Clearly defined lines of authority must be drawn so there exists a structural relationship between each staff member and the Jail Administrator.
- II. Each member must be aware of his/her relative position in the organization; to whom he/she is immediately responsible, and those persons who are immediately accountable to him/her.
- III. Staff members should strive to operate within the chain of command and to keep supervisors informed as to their activities.
- IV. The HCSO Correctional facility is managed by a single administrator to whom all staff are responsible.

### **600.07-3 HCSO Correctional System**

- I. The HCSO Correctional system is commanded by the Jail Administrator, who reports to the Chief Deputy. The Corrections Division is comprised of the following:
  - A. Hendry County Jail
- II. The Hendry County Jail facility provides inmate housing, security, recreation, booking, and releasing.

### **600.07-4 Hendry County Jail**

- I. The Hendry County Jail is a maximum security facility, housing male, female, and juvenile inmates, and is directly supervised by the Corrections Division Lieutenant who reports to the Jail Administrator, and is responsible for operations comprised of the following:
  - A. Booking
  - B. Services Section

- C. Classification Section
- D. Inmate Housing/Security
- E. Health Services
- F. Contract Food Services
- G. Contract Commissary Services
- H. Jail Record Bureau
- I. Transport
- II. The Booking Section is supervised by a Sergeant and consists of inmate admission and inmate releases.
- III. The Maintenance Section supervisor is responsible for facility maintenance, tool control, facility sanitation, inmate laundry, facility pest control, materials handling, and hazardous material control.
- IV. The Classification Section is supervised by the Corrections Lieutenant and is responsible for Chaplin service, reading and law library, educational services, religious services, substance abuse counseling programs, inmate housing assignments, inmate classification records, disciplinary procedures and records, and ordering administrative supplies.
- V. Deputies assigned to security/housing shifts are supervised by Shift Sergeants responsible for inmate housing security, inmate movement, visitation, recreation, and the booking room.
- VI. Health care services provide medical, dental, and mental health services.
- VII. Contract food services requisition, purchase and prepare, efficiently and economically, all meals approved by a registered dietician.
- VIII. Contract commissary service provides inmate commissary service.

## **Definitions**

Chain of Command – should be understood to mean the unbroken line of authority from the Sheriff down to a single subordinate through each level of command. Flow may be upward or downward communications.

## **References**

State/Federal Regulations:  
Florida Model Jail Standards

FCAC:  
N/A

PREA:  
N/A

Forms:  
N/A

Other Policy/ Procedure References:  
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